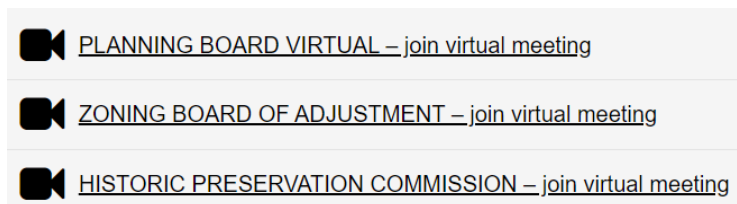


Virtual Meeting Access Instructions

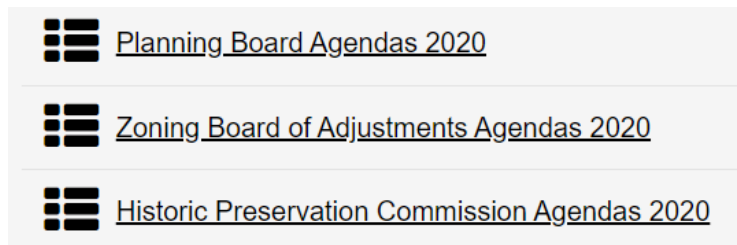
The Jersey City Planning Board, Zoning Board of Adjustment, and the Historic Preservation Commission are utilizing the service, Zoom, to conduct virtual meetings in compliance with New Jersey Open Public Meetings Act.

Join the meeting

Joining by Desktop: Follow the Zoom meeting link (see image below) on the city planning website at jerseycitynj.gov/planning. Or click the link provided on the meeting agenda.



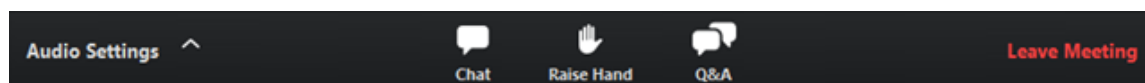
Joining by Telephone: Call in using the phone number and Webinar ID on the meeting agenda (see image below), which can be found on the city planning website.



During the meeting

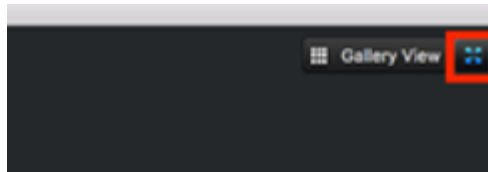
On desktop

- Click join meeting
- Wait for the host to start the meeting
- If you have a question or comment: Click Raise Hand (see image below) during the public comment period and the Board Chair will call you by name and unmute you.
- If you experience difficulties, please use the Chat function.



Screen Layout Options

- **Speaker view** is the default video layout. It will switch the large video window between who is speaking.
- When using **Gallery View**, you will be able to see up to 49 participants at a time, and will have an arrow to scroll through the remaining participants.
- You can take any of the screen layouts into full screen by clicking on the icon with four arrows at the top right corner of your Zoom window (see image below).



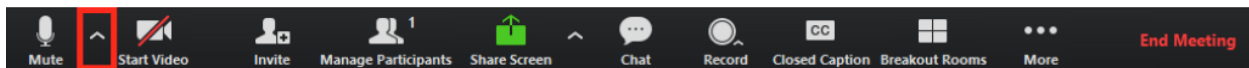
On phone

- Call one of the numbers provided.
- Enter your meeting ID followed by #.
- The following commands can be entered via DTMF tones using your phone's dial pad while in a Zoom meeting:
 - *9 - Raise hand
 - *6 - Toggle mute/unmute
- If you have a question or comment: Dial *9 and the Board chair will call you by name or the last 4 digits of your phone number during public comment.

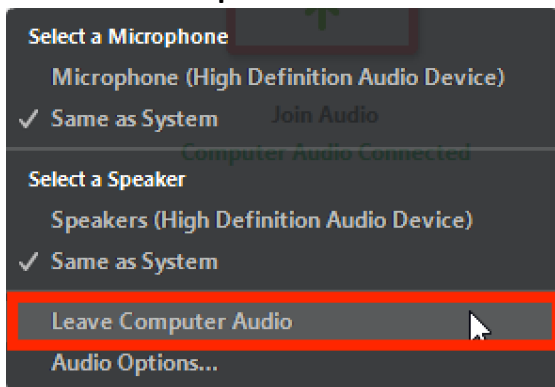
On desktop and phone

If you joined computer audio automatically, you can leave the computer audio and join by phone. Also, calling in while simultaneously viewing on a desktop is useful if your computer or laptop does not have video/audio:

1. Click the arrow next to **Mute/Unmute**.



2. Click **Leave Computer Audio**.



3. Click **Phone Call** and follow the prompt to dial in.

Any questions can be directed to the City Planning main line during business hours at 201-547-5010 or via email at cityplanning@jcnj.org